



Budget and Gateway Overview and Training

Matthew Parkinson

Director of Data Analysis & CFO



Budget Process

- Prepare budget
- Advertise
- Public hearings
- County Council Review
- Adoption
- Advertise Notice of Adoption
- Submission to DLGF via Gateway
- DLGF certifies budget, rate, levy, and issues a final budget order on or before February 15



Public Data Site & Logging In

INDIANA Gateway for government units



[Home](#) [Report Builder](#) [Download Data](#) [Learn More](#)

An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.

[Local Officials: Login Here »](#)

**Click to
access login
page**



[Find your units](#)



[Public employee compensation](#)



[When is your budget hearing?](#)



[Access local expenditures](#)



[Learn more about debt](#)



[View local budgets](#)

[About Gateway](#) • [Contact Us](#) • [Contact Officials](#)

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the [Indiana Business Research Center](#) at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

POWERED BY
Information
for Indiana

<https://gateway.ifionline.org>



Getting Started: Log-In



The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

If you need assistance logging in please select “Forgot your password” or email gateway@dlgf.in.gov.

Authorized Personnel Login

User Name:

Password:

*After 5 failed attempts, account will be locked

[Forgot your password?](#)

Login



Select Application

INDIANA
Gateway
for government units

An *Information for Indiana* Data Site



Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance), **SBOA** (State Board of Accounts) and **IEERB** (Indiana Education Employment Relations Board).

Select Application

Select
Budgets



Budgets



Debt Management



Annual Financial
Report



SB 131 Reporting for
SWMDs



TIF Management



100R



Property Files Upload



Redevelopment



Collective Bargaining
Reporting



Other
Post-Employment
Benefits




Economic
Development
Reporting




CBR Contract Upload



Select Unit

INDIANA
for government units


An *Information for Indiana* Data Site 

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

Select Unit

Select Unit from List

Currently Viewing Year: 2016 

**Previous years available
for your reference**


Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
0015	Adams Central Community School Corporation	School	Adams

Select your unit name




Unit Main Menu



INDIANA
Gateway
for government units

An **Information for Indiana** Data Site



[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)Department of
Local Government Finance


[Select Unit](#) > **Unit Main Menu**

Selected Year: 2016 | Selected Unit: Gateway1 County - 9973 Dlgr School 1, Gateway1 Co.


Unit Main Menu - 9973 Dlgr School 1, Gateway1 Co.

Select from the options below to customize your unit's funds, departments, and/or publications.


Department of Local Government Finance Tasks


 **Customize Funds, Departments, Debts, Rev. Codes**

View and edit lists of funds, depts., debts by fund and rev. codes.


 **View Forms, Enter and Edit Budgets**

View, edit and submit Forms to DLGF.

 **County Council Review Worksheet**

 **Has Not Been Submitted**

View and edit the worksheet for the selected unit. **Due September 1st**

 **Submit Proof of Publication and Signed Form 4**

View, upload and submit budget-related documents to DLGF.

 **Optional Flat File Upload**

Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

**View
forms**


**Click to add funds, depts,
debts, or revenues**


**Form Status and Due Date
Displayed**

**Upload Signed Form 4 and
Proof of Publication**



Customize Unit

INDIANA
for government units

An **Information for Indiana** Data Site 

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > **Customize Unit**

Customize Funds/Depts./Rev.Codes/Debts Lists - Dlgs School 1, Gateway1 Co.

Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

Customize Funds and Department Lists



Customize Funds List



Customize Departments List



Customize Departments by Fund List

View and cross-index departments by selected fund.



Customize Revenue Codes List

Select revenue codes for use within this unit's Form 2.



Customize Debts by Fund List

View and cross-index debts by selected fund.





Customize Funds

- Schools should find funds from last year rolled into Gateway Funds List.
- Before Gateway, schools' fund codes were converted to DLGF fund codes by budget field representatives behind-the-scenes.
- Schools now see fund codes shared by other unit types. For example, "0100 General" is "0101 General" in Gateway.
- Review funds that have rolled over and add/delete as necessary.



Customize Funds

INDIANA
for government units

An **Information for Indiana** Data Site 

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Funds**

Selected Year: 2016 | Selected Unit: Gateway1 County - 9973 Dlgf School 1, Gateway1 Co.

Funds List - 9973 Dlgf School 1, Gateway1 Co.

Click on a column header to sort column.

<u>Fund Code</u>	<u>Fund Name Link</u>	Remove Fund
0061	Rainy Day	✗
0101	General	✗
0180	Debt Service	✗
0186	School Pension Debt	✗
1214	Capital Projects (School)	✗
6301	Transportation	✗
6302	Bus Replacement	✗

Add a Fund

Add a New Home Ruled Fund



Customize Departments

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > Customize Departments

Selected Year: 2016 | Selected Unit: Gateway1 County - 9973 Dlgf School 1, Gateway1 Co.

Departments List for Dlgf School 1, Gateway1 Co.

<u>Department Code</u>	<u>Department Name</u>	Remove Dept.
1200	Special Programs	✗
1600	Remediation Programs	✗
2300	Support Services-General Administration	✗
3300	Community Service Operations	✗
4520	Energy Savings Contracts	✗
5300	Lease Rental	✗
2620	Maintenance Of Buildings	✗

Add a New Department

Add a New Home Ruled Department


- While schools are not departmentalized, the school chart of accounts is incorporated in Gateway using the departments mechanism.
- Departments/program accounts rollover from the previous year.



Customize Departments by Fund List

Selected Year: 2016 | Selected Unit: Gateway1 County - 9973 Dlgf School 1, Gateway1 Co.

Customize Departments by Funds

Funds Descriptions	Edit Departments	Departments
0061 - RAINY DAY		1200 - Special Programs
0101 - GENERAL		1200 - Special Programs 1600 - Remediation Programs 2300 - Support Services-General Administration 3300 - Community Service Operations 2620 - Maintenance of Buildings
0180 - DEBT SERVICE		5300 - Lease Rental

Click the “Pencil and Paper” Icon to link departments to each fund

- All fund/department linkages from last year with line items entered in Form 1 should have rolled over.
- Fund/Departments linkages without line items entered on Form 1 may have been removed from the Customize Departments by Fund List.



Customize Departments by Fund List

Funds and departments (program accounts) need to be linked together in order to set up Forms 1 and 4A for departmentalized units.

Check boxes to link departments to the fund

Custom Departments by Fund

Selected Unit: 9973 Dlgf School 1, Gateway1 Co.

Selected Year: 2016

Available Departments:

☐ Check/Uncheck All


- ☒ 1200 - Special Programs
- ☒ 1600 - Remediation Programs
- ☒ 2300 - Support Services-General Administration
- ☒ 3300 - Community Service Operations
- ☐ 4520 - Energy Savings Contracts
- ☐ 5300 - Lease Rental
- ☒ 2620 - Maintenance of Buildings

Cancel Update Record

Click "Update Record" when finished




Customize Revenues by Funds



INDIANA
Gateway
for government units

An Information for Indiana Data Site



[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > [Customize Revenue Codes](#)

Selected Year: 2016 | Selected Unit: Gateway1 County - 9973 Dlgf School 1, Gateway1 Co.

Customize Revenue Codes Lists to Funds

Click to
add
revenue

[Taxes](#) [Intergovernmental Revenue](#) [Other Receipts](#)

[+ ADD REVENUE CODE TO SELECTED CATEGORY](#)

Delete	Specify Funds	Revenue Code and Description	Funds Receiving Revenue
×	✎	1211 - License Excise Tax	0061 - RAINY DAY 0101 - GENERAL
×	✎	1232 - Local Option - Property Tax Replacement	0061 - RAINY DAY 0101 - GENERAL

Select revenue code category

Revenues rollover from the previous year



Customize Revenues by Funds

Revenue Codes and funds need to be linked to set up the Form 2.

Choose revenue code

Check boxes for funds receiving the revenue

Add Revenue Code to Selected Category Tab

1. Select Revenue Code from list:

1232 - Local Option - Property Tax Replacement

2. Associate the selected Revenue Code with available funds:

☐ Check/Uncheck All

<input type="checkbox"/>	0061 - RAINY DAY
<input type="checkbox"/>	0101 - GENERAL
<input checked="" type="checkbox"/>	0180 - DEBT SERVICE
<input checked="" type="checkbox"/>	1214 - CAPITAL PROJECTS (School)
<input type="checkbox"/>	0001 - TRANSPORTATION

Cancel Update Record

Click "Update Record" when finished



Customize Debts by Fund List

- Debt/Fund linkages should rollover from last year, unless they have been marked as retired.


Home About Account Settings Help Logout Department of Local Government Finance

Select Unit > Unit Main Menu > Customize Unit > Customize Debts by Fund

Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Customize Debts by Funds

Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

Fund Descriptions	Edit Debts	Debts
0180 - DEBT SERVICE		Common School Fund Loan General Obligation Bonds of 2006

Click the “Pencil and Paper” icon to link debts to the debt service fund.



Customize Debts by Fund List

Similar to departments and revenues, debts need to be linked to funds to set up the Debt Worksheet.

Check boxes for debts to be repaid from the selected fund

Customize Debts by Fund

Selected Unit: 0015 Adams Central Community School Corporation, Adams

Selected Year: 2015

Available Debts:

☐ Check/Uncheck All


- ☒ 2010 Building/Renovation Project
- ☒ Elementary Building Project Refinancing 2011
- ☒ Common School Fund Loan 2
- ☒ Interest on Temporary Loans
- ☒ Unreimbursed Textbooks
- ☐ Fees
- ☒ Anticipated Debt Service

Cancel Update Record

Click "Update Record" when finished




Budget Form Menu



INDIANA
Gateway
for government units

Click for User Guides

An Information for Indiana Data Site



Home About Account Settings Help Logout

Department of
Local Government Finance

Select Unit > Unit Main Menu > Budget Form Menu
Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Select from Available Forms

Click to View
Workflow Groups

Error Prevention Report












Click to review **common** errors.

View Workflow Groups



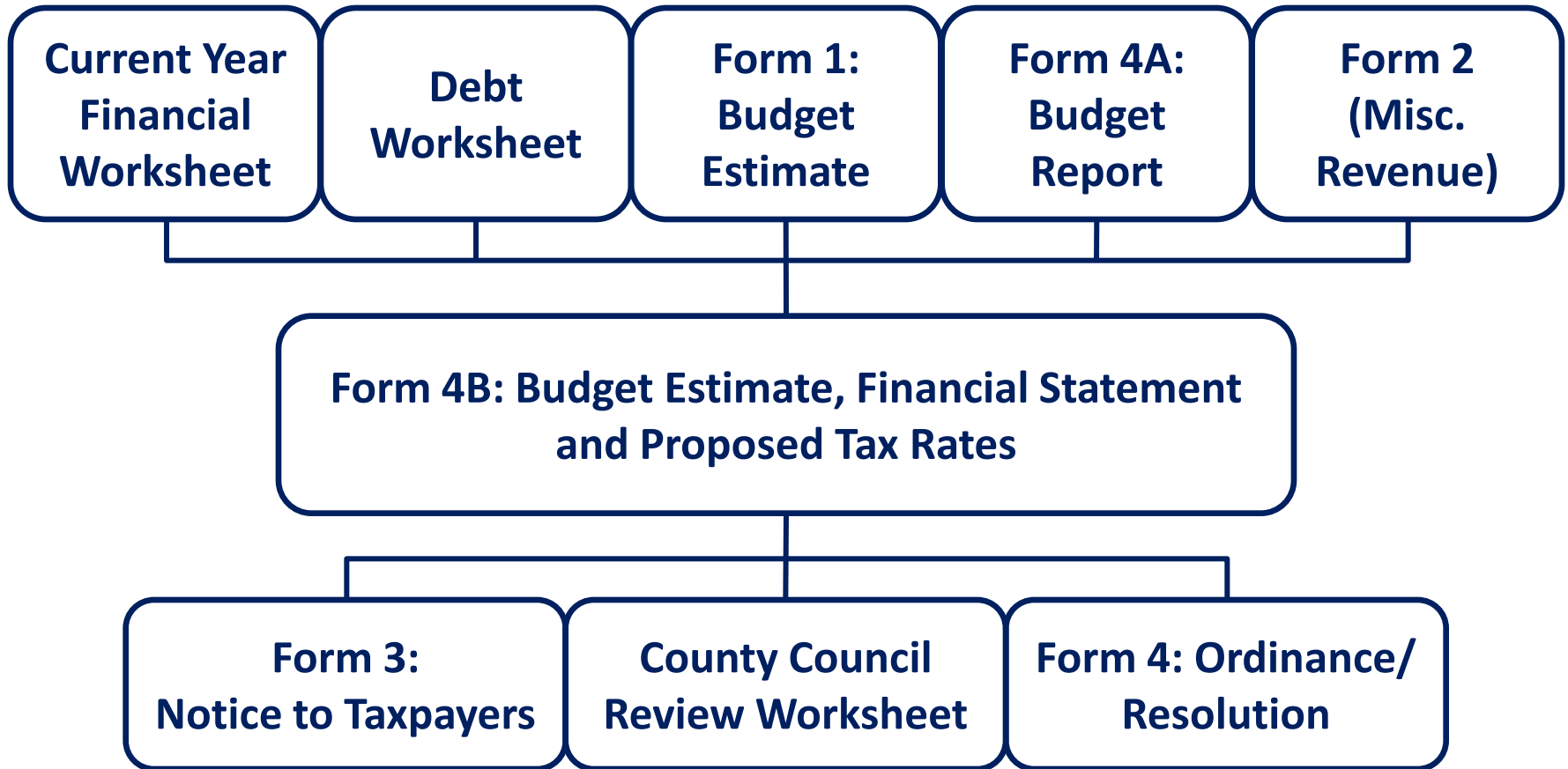
Click to review

Click to edit

Current Year Financial Worksheet: Additional Calculations for Form 4B		
 Click to edit form	 Not 'Ready to Submit'.	
Debt Worksheet		
Form 1: Budget Estimate		
Form 2: Estimate of Miscellaneous Revenues		
Form 3: Notice to Taxpayers		
Form 4: Ordinance / Resolution of Appropriations and Tax Rates		
Form 4A: Budget Report		
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate		
1782 Recipients: Registration of 1782 Notice E-mail Recipients		



Budget Forms – Workflow Groups





Current Year Financial Worksheet

Formerly called
"Line 2 Worksheet"

Select Fund:

0101 - GENERAL

Select Fund

Line 2	
APPROPRIATIONS	
1. Current Year Approved Budget	\$ 3,239,398
2. Encumbrances Brought Forward	\$ 62,299
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ 0
b) Reductions January through June	\$ 0
4. Other Non-Appropriated Obligations	\$ 0
5. Total Approved Appropriations	\$ 3,301,697
DISBURSEMENTS	
6. January through June Current Year Disbursements	\$ 1,451,410
7. Appropriation Balance	\$ 1,850,287
8. Reductions July through December	\$ 0
9. Estimated Current Year Expenditures July through December	\$ 1,850,287
Line 3	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$ 0
Line 4A	
11. Levy excess not transferred prior to June 30	\$ 0
12. Temporary Loans outstanding as of June 30	\$ 0
What fund loaned the cash on Line 12?	
13. Temporary loans not included in Lines 2 or 3	\$ 0
Line 4B	
14. Temp loans to be repaid in the first six months of ensuing year	\$ 0
What fund loaned the cash on Line 14?	
Line 6	
15. June 30 Cash Balance, including investments	\$ 1376872
Line 7	
16. Taxes to be collected, present year (December settlement)	\$ 0


Enter data and
save

Form values saved at 01:42 PM and 38 seconds.


SAVE



Debt Worksheet



INDIANA
Gateway
for government units




An Information for Indiana Data Site

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Debt Worksheet**

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

 [Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance

DEBT WORKSHEET

Selected Year: 2015
Selected County: Jay County
Selected Unit: Portland Civil City
Select Fund:

1380 - PARK BOND 

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
Park Bond		\$		\$		\$
Anticipated Debt Service		\$ 0		\$ 0		\$ 0
TOTALS BY FUND		\$ 0		\$ 0		\$ 0
TOTALS BY UNIT		\$ 0		\$ 0		\$ 0

Select fund

Click on the debt name



Debt Worksheet

DEBT WORKSHEET DATA ENTRY

Selected Year: 2015

Selected County: Jay County

Selected Unit: Portland Civil City

Selected Fund: 1380 Park Bond

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Selected Debt: Park Bond

Click Here to Refresh All Values from Debt Management
(WARNING: All item selections will be removed on data update)

Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2 07/01/2015 to 12/31/2015	Line 1 01/01/2016 to 12/31/2016	Line 11 01/01/2017 to 12/31/2017
1/15/2014	90,608			90,608	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/15/2014	30,008			29,258	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2015	90,008			90,008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/15/2015	29,258			30,008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2016	89,258			89,258	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7/15/2016	28,448			28,448	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/15/2017	98,448			98,448	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7/15/2017	27,398			27,398	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1/15/2018	97,398			97,398	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/15/2018	26,278			26,278	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2019	101,278			101,278	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS BY DEBT					\$ 30,008	\$ 119,266	\$ 89,258
TOTALS BY FUND					\$ 30,008	\$ 119,266	\$ 89,258
TOTALS BY UNIT					\$ 30,008	\$ 119,266	\$ 89,258

Select payments for each time period by checking boxes


Save

Form values saved at 04:18 PM and 32 seconds





Debt Worksheet

 [Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance

DEBT WORKSHEET

Selected Year: 2015

Selected County: Jay County

Selected Unit: Portland Civil City

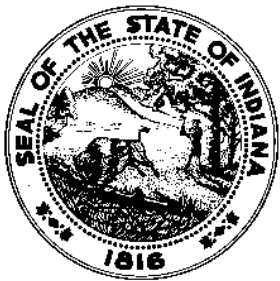
Select Fund:

1380 - PARK BOND


(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)


Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
Park Bond	07/15/2014	\$ 30,008	07/15/2015	\$ 119,266	01/15/2016	\$ 89,258
Anticipated Debt Service		\$ 0		\$ 60,000		\$ 78,000
TOTALS BY FUND		\$ 30,008		\$ 179,266		\$ 117,258
TOTALS BY UNIT		\$ 30,008		\$ 179,266		\$ 117,258

Selected payments are populating each time period




Form 1: Budget Estimate

INDIANA
for government units

An Information for Indiana Data Site

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

 [Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

BUDGET ESTIMATE FOR

Select Fund:

0101 - GENERAL

Select Department:

1100 Regular Programs

Select fund & department
(Program account)

Copy ALL Published Amounts
for ALL Funds

Select Category Tab

Choose expenditure category

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
✗	Salaries and Wages	11050	FULL DAY KINDERG	\$	\$
✗	Employee Benefits	11050	FULL DAY KINDERG	\$	\$
✗	Employee Benefits	11100	ELEMENTARY	\$	\$
✗	Salaries and Wages	11100	ELEMENTARY	\$	\$
✗	Salaries and Wages	11200	MIDDLE/JUNIOR HIC	\$	\$
✗	Employee Benefits	11200	MIDDLE/JUNIOR HIC	\$	\$
✗	Employee Benefits	11300	HIGH SCHOOL	\$	\$



Form 1: Saving Amounts

[Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

Budget Form No. 1

BUDGET ESTIMATE FOR

Select Fund:

6301 - TRANSPORTATION

Select Department:

2700 Student Transportation

Copy ALL Published Amounts
for ALL Funds

Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service	
Delete	Sub-Category	Line Item Code	Description	Published Amount		Adopted Amount
✗	Operating Supplies	27010	Transportation supplies	\$ 3,000	COPY ➡	\$
✗	Operating Supplies	27300	Fuel	\$ 100,000		\$
✗	Repair and Maintenance Supplies	27300	Bus Maint supplies	\$ 80,000		\$
+ ADD	Office Supplies			\$		\$
TOTALS BY CATEGORY				Total: \$ 183,000		Total: \$ 0
TOTALS BY DEPT BY FUND				Total: \$ 183,000		Total: \$ 0
TOTALS BY FUND				Total: \$ 183,000		Total: \$ 0
TOTALS BY UNIT				Total: \$ 2,334,565		Total: \$ 0
Form values saved at 02:32 PM and 48 seconds.						SAVE

Enter published amounts

Click "Save" after entering your amounts



Exporting/Printing the Form 1

Gateway

for government units

An Information for Indiana Data Site

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

Click Here for Print/View Options

[Print/View Form 1 for Selected Fund in All Formats](#)
[Print/View Form 1 for All Funds for Selected Unit in All Formats](#)

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

BUDGET ESTIMATE FOR

Select Fund:
6301 - TRANSPORTATION

Select Department:
2700 Student Transportation

Copy ALL Published Amounts
for ALL Funds

Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
✗	Operating Supplies	27010	Transportation supplies	\$ 3,000	\$
✗	Operating Supplies	27300	Fuel	\$ 100,000	\$
✗	Repair and Maintenance Supplies	27300	Bus Maint supplies	\$ 80,000	\$
+ ADD	Office Supplies			\$	\$
TOTALS BY CATEGORY				Total: \$ 183,000	Total: \$ 0
TOTALS BY DEPT BY FUND				Total: \$ 183,000	Total: \$ 0
TOTALS BY FUND				Total: \$ 183,000	Total: \$ 0

Form 1 can be exported by the selected fund or all

COPY

27



Exporting/Printing the Form 1

1 of 1 Find | Next

Prescribed by the Department of Local Government Finance Approved by the State Board of Accounts

Budget Form 1 - Budget Estimate

Year: 2014 County: Adams Unit: North Adams Commu

Form 1 can be exported into Excel and other formats

Fund	Department	Category	Line Item Code	Line Item	Published	Adopted	
0061 - RAINY DAY	Non-programmed Costs	SERVICES AND CHARGES	Other Services and Charges	60114	Public Law 109-2010 Transfers	\$400,000	\$400,000
0061 - RAINY DAY Total					\$400,000	\$400,000	
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11050	Full Day Kindergarten	\$218,800	\$218,800
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11100	Elementary	\$1,380,596	\$1,380,596
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11200	Middle/Junior High	\$1,449,809	\$1,449,809
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11300	High School	\$1,592,000	\$1,592,000
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11355	Academic Honors High Ability Student Programs	\$62,000	\$62,000
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11420	Agriculture B	\$41,000	\$41,000
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11440	Health Occupations	\$56,500	\$56,500
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11450	Consumer and Homemaking	\$141,000	\$141,000
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11470	Business Education	\$84,000	\$84,000
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11480	Industrial Education A	\$39,000	\$39,000
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11490	Industrial Education B	\$45,600	\$45,600
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Salaries and Wages	11590	Other Vocational Education Programs	\$93,000	\$93,000
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Employee Benefits	11050	Full Day Kindergarten	\$110	\$110
0101 - GENERAL	Regular Programs	PERSONAL SERVICES	Employee Benefits	11050	Full Day Kindergarten	\$735	\$735



Form 1: Budget Estimate

All published amounts, for all funds, can now be easily copied to the adopted column

Select Fund:

6301 - TRANSPORTATION


Select Department:

2700 Student Transportation

Copy ALL Published Amounts
for ALL Funds

Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
✗	Operating Supplies	27010	Transportation supplies	\$ 3,000	\$ 3,000
✗	Operating Supplies	27300	Fuel	\$ 100,000	\$ 100,000
✗	Repair and Maintenance Supplies	27300	Bus Maint supplies	\$ 80,000	\$ 80,000
+ ADD	Office Supplies			\$	\$
TOTALS BY CATEGORY				Total: \$ 183,000	Total: \$ 183,000
TOTALS BY DEPT BY FUND				Total: \$ 183,000	Total: \$ 183,000
TOTALS BY FUND				Total: \$ 183,000	Total: \$ 183,000
TOTALS BY UNIT				Total: \$ 27,186,730	Total: \$ 27,186,730

Form values saved at 02:45 PM and 15 seconds.  **SAVE**



Form 4A: Pulling in Data

Budget Report 

Click to pull all
data from Form 1

Click to Insert All Unit Amounts
From Form 1


Select Fund:

0061 - RAINY DAY

Select Department:

6000 Non-programmed Costs

DEPARTMENT: 6000 Non-programmed Costs

		Published Amount			Adopted Amount
PERSONAL SERVICES	\$	0		\$	0
SUPPLIES	\$	0		\$	0
OTHER SERVICES AND CHARGES	\$	200,000		\$	200,000
CAPITAL OUTLAY	\$	0		\$	0
DEBT SERVICE	\$	0		\$	0
TOTAL	\$	200,000		\$	200,000

Totals by Fund

Published Amount Total: \$ 200,000

Adopted Amount Total: \$ 200,000

Totals by Unit

Published Amount Total: \$ 11,471,034

Adopted Amount Total: \$ 11,471,034

Form values saved at 08:06 AM and 45 seconds.

Save

Double check
the totals



Form 2: Estimate of Misc. Revenues

INDIANA
Gateway
for government units

An Information for Indiana Data Site

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

[Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2015

Select Fund:

1214 - CAPITAL PROJECTS (School)

Select Category Tab

		Taxes	Intergovernmental Revenue	Other Receipts
Revenue Code	Description	July 1 to Dec 31, 2014	Jan 1 to Dec 31, 2015	
1211	License Excise Tax	\$ <input type="text"/>	\$ <input type="text"/>	
1212	Commercial Vehicle Excise Tax	\$ <input type="text"/>	\$ <input type="text"/>	
1231	Financial Institutions Tax	\$ <input type="text"/>	\$ <input type="text"/>	
1232	Local Option - Property Tax Replacement	\$ <input type="text"/>		

Revenues can be added/deleted in "Customize Revenue"



Form 2: Saving Amounts

INDIANA
Gateway
for government units

An Information for Indiana Data Site

Home About Account Settings Help Logout

Department of
Local Government Finance

Click Here for Print/View Options

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2015

Select Fund:
1214 - CAPITAL PROJECTS (School)

Select Category Tab
Taxes Intergovernmental Revenue Other Receipts

Revenue Code	Description	July 1 to Dec 31, 2014	Jan 1 to Dec 31, 2015
1211	License Excise Tax	\$ 17,368	\$ 47,104
1212	Commercial Vehicle Excise Tax	\$ 3,210	\$ 6,112
1231	Financial Institutions Tax	\$ 754	\$ 1,436
1232	Local Option - Property Tax Replacement	\$ 24,154	
TOTALS BY CATEGORY		Total: \$ 45,486	Total: \$ 54,652
TOTALS BY FUND		Total: \$ 45,486	Total: \$ 54,652
TOTALS BY UNIT		Total: \$ 45,486	Total: \$ 54,652

Click "Save" after entering amounts

Form values saved at 03:28 PM and 58 seconds. SAVE

Enter amounts for both time periods



Budget Form 4B

Select fund

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE



Select Fund:

6301 - TRANSPORTATION

Click to Copy All
Published Amounts to
Adopted for All Funds


The selected fund does not currently have data in both published and adopted columns.
Form 4B requires data in both published and adopted columns for all funds before it can be marked 'Ready to Submit'.

Net Assessed Value \$ 175,000,000		
	Published Amount	Adopted Amount
1. Total budget estimate for incoming year	\$	\$
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$	\$

Enter Net Assessed Value for fund



Budget Form 4B

 Net Assessed Value \$ 175,000,000








**Pull data from
other forms**







Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
published amounts



Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
adopted amounts



Funds Required For Expenses To December 31st Of Incoming Year	Published Amount		Adopted Amount
1. Total budget estimate for incoming year 	\$ 3,492,334		\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended 	\$ 2,081,641		\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year 	\$ 0		\$ 0
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3 	\$ 0		\$ 0
b). Not repaid by December 31 of present year 	\$ 0		\$ 0
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b) 	\$ 5,573,975		\$ 0

Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Published Amount		Adopted Amount
6. Actual cash balance, June 30 of present year (including cash investments) 	\$ 1,924,370		\$ 0
7. Taxes to be collected, present year (December settlement)	\$ 716,446		\$ 0
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File): a). Total Column A Budget Form 2 	\$ 632,255		\$ 0
b). Total Column B Budget Form 2 	\$ 983,104		\$ 0
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b) 	\$ 4,256,175		\$ 0
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5) 	\$ 1,317,800		\$ 0



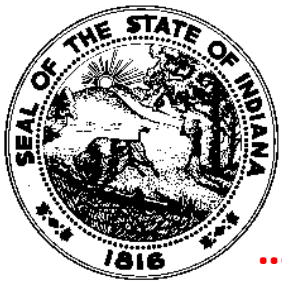
Budget Form 4B

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$ 1,317,800		\$ 0
<input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input type="radio"/> I want to use the Gateway Calculator			
Proposed Tax Rate and Levy		Published Amount	Adopted Amount
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) <small>NOTE: Enter Lines 13a, 13b and 18 then press 'Save' button to calculate this value.</small>	\$ 250,000		\$ 0
12. Amount to be raised by tax levy (add lines 10 and 11)	\$ 1,567,800		\$ 0
13a. Property Tax Replacement Credit from Local Option Tax	\$ 0		\$ 0
13b. Operating LOIT	\$ 0		\$ 0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$ 1,567,800		\$ 0
15. Levy Excess Fund applied to current budget	\$ 0		\$ 0
16. Net amount to be raised	\$ 1,567,800		\$ 0
17. Net Tax Rate on each one hundred dollars of taxable property	0.8959		0.0000

Form values saved at 08:06 AM and 09 seconds

Save/Calculate

**Manually enter data in
lines 11-17 and save...**



Budget Form 4B

...or have the Gateway Calculator help!

Enter the selected field and save

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$ 1,317,800		\$ 0
<input type="radio"/> I want to make my own calculations for this Form 4B	<input type="radio"/> Enter Operating Bal. (Fill line 11)		<input type="radio"/> Enter Operating Bal. (Fill line 11)
<input checked="" type="radio"/> I want to use the Gateway Calculator	<input checked="" type="radio"/> Enter Levy (Fill line 16)		<input type="radio"/> Enter Levy (Fill line 16)
<input checked="" type="checkbox"/> I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.	<input type="radio"/> Enter Rate (Fill line 17)		<input type="radio"/> Enter Rate (Fill line 17)
Proposed Tax Rate and Levy	Published Amount		Adopted Amount
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) NOTE: Enter Lines 13a, 13b and 16 then press "Save" button to calculate this value.	\$ <input type="text"/>		\$ 0 <input type="text"/>
12. Amount to be raised by tax levy (add lines 10 and 11)	\$ <input type="text"/>		\$ 0 <input type="text"/>
13a. Property Tax Replacement Credit from Local Option Tax	\$ <input type="text"/>		\$ 0 <input type="text"/>
13b. Operating LOIT	\$ <input type="text"/>		\$ 0 <input type="text"/>
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$ <input type="text"/>		\$ 0 <input type="text"/>
15. Levy Excess Fund applied to current budget	\$ <input type="text"/>		\$ 0 <input type="text"/>
16. Net amount to be raised	\$ 1567800 <input type="text"/>		\$ 0 <input type="text"/>
17. Net Tax Rate on each one hundred dollars of taxable property	<input type="text"/>		0.0000 <input type="text"/>



Save/Calculate



Budget Form 4B

All advertised amounts for all funds can now be copied to the adopted column with a single click!

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE 


Select Fund:

0101 - GENERAL

This fund has data in both published and adopted columns.

Form 4B requires data in both published and adopted columns for all funds before it can be marked 'Ready to Submit'.

Click to Copy All
Published Amounts to
Adopted for All Funds

 Net Assessed Value \$ 175,000,000

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
published amounts










Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
adopted amounts



Funds Required For Expenses To December 31st Of Incoming Year

Published Amount

Adopted Amount

1. Total budget estimate for incoming year 	\$ 3,492,334		\$ 3,492,334
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended 	\$ 2,081,641		\$ 2,081,641
3. Additional appropriation necessary to be made July 1 to December 31 of present year 	\$ 0		\$ 0
4. Outstanding temporary loans:			
a). To be paid not included in lines 2 or 3 	\$ 0		\$ 0
b). Not repaid by December 31 of present year 	\$ 0		\$ 0
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b) 	\$ 5,573,975		\$ 5,573,975



Budget Form 3

- Budget Form 3 – Notice to Taxpayers
 - Advertised online at least 10 days before public hearing.
 - No later than September 13.
 - At least 10 days between public hearing and adoption.
 - The fiscal body of the political subdivision must adopt with its budget a finding concerning the objections in the petition and any testimony presented at the adoption hearing. Failure to do so may jeopardize approval of the unit's proposed budgets, rates, and levies.



Budget Form 3

Online advertising

NOTICE TO TAXPAYERS

The Notice to Taxpayers are available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at [\[No Unit Office Location Entered\]](#). For taxes due and payable in 2016, notices will not be printed in the newspaper.

Notice is hereby given to taxpayers of [Portland Civil City, Jay County](#), Indiana that the proper officers of [\[No Name of Adopting Unit Entered\]](#) will conduct a public hearing on the year [2015](#) budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of [\[No Name of Adopting Unit Entered\]](#) not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, [\[No Name of Adopting Unit Entered\]](#) shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of [\[No Name of Adopting Unit Entered\]](#) will meet to adopt the following budget:

Fill in Hearing Info

Click to fill in paragraph values

Date of Public Hearing	[No Public Hearing Date Entered]
Time of Public Hearing	[No Public Hearing Time Entered]
Public Hearing Place	[No Public Hearing Location Entered]

Date of Adoption Meeting	[No Adoption Meeting Date Entered]
Time of Adoption Meeting	[No Adoption Meeting Time Entered]
Adoption Meeting Place	[No Adoption Meeting Location Entered]

Estimated Civil Max Levy	[No Estimated Max. Levy Entered]
--------------------------	--



Budget Form 3

Fill in paragraph values

Your budget field representative may be able to assist with obtaining maximum levies.

Question for online advertising

Click "Update Record" when finished

Unit Info

Office Location: 222 W Washington St, M

Adopting Unit Name: Adams Central Communi

Public Hearing Info

Hearing Location: 222 W Washington St, M

Hearing Date: 09/17/2014

Hearing Time: 7:00 PM

Adoption Meeting Info

Meeting Location: 222 W Washington St, M

Meeting Date: 10/15/2014

Meeting Time: 7:00 PM

Est. Transportation Max Levy: \$ 742337

Est. Bus Replacement Max Levy: \$ 201119

Have the unit's territorial boundaries changed in the last year? ☐

Cancel Update Record



Budget Form 3

Print options only available once Form 3 is marked 'Ready to Submit'.

Bus Replacement Fund Notice Template
and CPF Notice Template for 2014
Budgets coming soon!

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT
FINANCE

FORM APPROVED BY STATE BOARD OF ACCOUNTS
NOTICE TO TAXPAYERS

Budget Form No. 3

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 222 W Washington St, Monroe, IN 46772. The political subdivision or appropriate fiscal body shall publish this notice twice in accordance with IC 5-3-1 with the first publication at least ten days before the date fixed for the public hearing and the second publication at least three days before the date fixed for the public hearing.

Notice is hereby given to taxpayers of Adams Central Community School Corporation, Adams County, Indiana that the proper officers of Adams Central Community School Corporation will conduct a public hearing on the year 2015 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Adams Central Community School Corporation not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, Adams Central Community School Corporation shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of Adams Central Community School Corporation will meet to adopt the following budget:

Fill in Hearing Info

Date of Public Hearing	Wednesday, September 17 2014	Date of Adoption Meeting	Wednesday, October 15 2014
Time of Public Hearing	7:00 PM	Time of Adoption Meeting	7:00 PM
Public Hearing Place	222 W Washington St, Monroe, IN 46772	Adoption Meeting Place	222 W Washington St, Monroe, IN 46772

Paragraph values are now completed

Est. Transportation Max Levy	\$ 742,337
Est. Bus Replacement Max Levy	\$ 201,119



Budget Form 3

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals (Included in Column 3)	5 Current Tax Levy
	Click Here to Insert Form 4b published amounts ↓	Click Here to Insert Form 4b published amounts ↓		
0061-RAINY DAY	\$ 0	\$ 0	\$ 0	0
0101-GENERAL	\$ 0	\$ 0	\$ 0	0
0180-DEBT SERVICE	\$ 0	\$ 0	\$ 0	1,225,634
1214-CAPITAL PROJECTS (School)	\$ 0	\$ 0	\$ 0	992,105
6301-TRANSPORTATION	\$ 0	\$ 0	\$ 0	695,460
6302-BUS REPLACEMENT	\$ 0	\$ 0	\$ 0	191,320
Totals:	Total: \$ 0	Total: \$ 0	Total: \$ 0	Total: \$ 3,104,519

Save

Pull from Form 4B or enter data manually



Budget Form 3

0061-RAINY DAY	\$ 200,000	\$ 0	\$ 0	0
0101-GENERAL	\$ 7,200,000	\$ 0	\$ 0	0
0180-DEBT SERVICE	\$ 1,118,953	\$ 1,327,412	\$ 0	1,225,634
1214-CAPITAL PROJECTS (School)	\$ 1,930,481	\$ 1,791,715	\$ 0	992,105
6301-TRANSPORTATION	\$ 788,800	\$ 742,337	\$ 0	695,460
6302-BUS REPLACEMENT	\$ 232,800	\$ 201,119	\$ 0	191,320
Totals:	Total: \$ 11,471,034	Total: \$ 4,062,583	Total: \$ 0	Total: \$ 3,104,519

Click to preview
online advertisement

Form values saved at 03:13 PM and 01 seconds.

Save

Preview my Online Public Notice to Taxpayers

No Notices submitted or archived.


☒ Ready to Submit

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

Mark as "Ready to
Submit"




Error Prevention Report



INDIANA
Gateway
for government units

An Information for Indiana Data Site



[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance


[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#)
Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Select from Available Forms

Click to view the
Error Prevention
Report











[Error Prevention Report](#)

 Click to review **common** errors.

[View Workflow Groups](#)

 Click to review

Current Year Financial Worksheet: Additional Calculations for Form 4B		
<input checked="" type="checkbox"/> Click to edit form		 Not 'Ready to Submit'.
Debt Worksheet		
Form 1: Budget Estimate		
Form 2: Estimate of Miscellaneous Revenues		
Form 3: Notice to Taxpayers		
Form 4: Ordinance / Resolution of Appropriations and Tax Rates		
Form 4A: Budget Report		
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate		
1782 Recipients: Registration of 1782 Notice E-mail Recipients		



Error Prevention Report



INDIANA
Gateway
for government units



An Information for Indiana Data Site

Printable
Error Report!


[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > Error Prevention Report

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Selected Year: 2015

Selected County: 38 - Jay County

Selected Unit: Portland Civil City

 [Click Here for Print/View Options for entire unit](#)

Click to view the
affected funds

Now checks for errors
automatically!



Error Prevention Report

Please take the time to address the following issues as they frequently indicate errors. Once an issue is corrected, it will be removed from the list. **This tool will not find all possible mistakes, but is designed to catch the most common ones.** For assistance resolving these issues, please contact the DLGF at gateway@dlgf.in.gov or 317-232-3777.


Some errors will appear if the forms are not yet complete.

~~Run Audit~~

Form / Error #	Error	Details	Funds Affected
CYFW / 29	Line 16 does not equal Line 7, published column, Form 4B.	Line 16 "Taxes to be collected, present year (December settlement)" on the Current Year Financial Worksheet does not equal Line 7 "Taxes to be collected, present year (December settlement)" on the published column of the Form 4B. Please check the following funds.	1 fund(s) affected
F2 / 9	Col. A fund total does not equal Line 8a, published column, Form 4B.	Revenues July 1 - December 31, 2013 reported in Column A of the Form 2 do not equal Line 8a in the published column of the Form 4B. Please check the following funds.	1 fund(s) affected
F2 / 11	Col. B fund total does not equal Line 8b, published column, Form 4B.	Revenues January 1 - December 31, 2014 reported in Column B of the Form 2 do not equal Line 8b in the published column of the Form 4B. Please check the following funds.	1 fund(s) affected



Error Prevention Report

 **Error Prevention Report**

Please take the report removed from the system as soon as possible. If not completed, it will be removed from the system on ones. For more information, see the instructions.

Funds with Errors:
0101: GENERAL | CYFW Line 9: 1850287 | Form4B Published: 1896260

[Done](#)

Some errors will appear if the forms are not yet complete.

[Run Error Audit](#)

n / r #	Error	Details	Funds Affected
---------	-------	---------	----------------



- Please check for errors before:
 - Advertising
 - Submitting the County Council Review Worksheet
 - Adopting
 - Submitting



Budget Form 3


Must be submitted at least 10 days before the public hearing, but no later than September 13.

Current Year Financial Worksheet: Additional Calculations for Form 4B	⚠
Debt Worksheet	⚠
Form 1: Budget Estimate	⚠
Form 2: Estimate of Miscellaneous Revenues	⚠
Form 3: Notice to Taxpayers	⚠

 Click to edit form	 Click to submit completed form to DLGF
--	--

Submit to fulfill online advertising

Form 3: Notice to Taxpayers	✓
-----------------------------	---

 Click to view form	<input checked="" type="checkbox"/> This form has been submitted.
--	---



County Council Review

- County Council is required to review school corporations' proposed levies and rates for those schools not subject to binding adoption.
- Units subject to county council review must submit the County Council Review Worksheet in Gateway no later than September 1.



County Council Review Worksheet

County Council Review Worksheet Budget Year 2014

The County Council Review Worksheet is **NOT SUBMITTED** for Portland Civil City

	2012 Pay 2013	2013 Pay 2014
State Growth Quotient:	2.63	0.00
County Growth Quotient:	1.40	0.00

Click to pull
in values
from Form
4B

Copy All Fund Data From Form 4B

Or manually enter
amounts

CNAV

Fund Code	Fund Name	2012 pay 2013 Certified NAV	2013 pay 2014 Certified NAV Estimates	NAV % Change	Action
0061	RAINY DAY	\$367,659,097	\$323,540,005	-12.00%	Edit
0101	GENERAL	\$367,659,097	\$323,540,005	-12.00%	Edit
0180	DEBT SERVICE	\$367,659,097	\$323,540,005	-12.00%	Edit
1214	CAPITAL PROJECTS (School)	\$367,659,097	\$362,144,210	-1.50%	Edit
6301	TRANSPORTATION	\$367,659,097	\$323,540,005	-12.00%	Edit
6302	BUS REPLACEMENT	\$367,659,097	\$323,540,005	-12.00%	Edit

☒ Budget ☐ Levy ☐ Rate

Fund Code	Fund Name	2013 Certified Budget	2014 Proposed Budget	% Change, 2013-2014	Difference - State Growth Quotient	Difference - County Growth Quotient	Action
0061	RAINY DAY	\$200,000	\$200,000	0.00%	-2.60%	-2.20%	Edit
0101	GENERAL	\$6,900,000	\$7,200,000	4.35%	1.75%	2.15%	Edit
0180	DEBT SERVICE	\$1,065,089	\$1,118,953	5.06%	2.46%	2.86%	Edit
1214	CAPITAL PROJECTS (School)	\$957,210	\$1,930,481	101.68%	99.08%	99.48%	Edit
6301	TRANSPORTATION	\$728,516	\$788,800	8.27%	5.67%	6.07%	Edit
6302	BUS REPLACEMENT	\$176,600	\$232,800	31.82%	29.22%	29.62%	Edit



County Council Review Worksheet

County Council Review Worksheet

Budget Year 2014

The County Council Review Worksheet is **NOT SUBMITTED** for Portland Civil City

	2012 Pay 2013	2013 Pay 2014
State Growth Quotient:	2.63	0.00
County Growth Quotient:	1.40	0.00

Copy All Fund Data From Form 4B

**Submit by
September 1, 2015**

<input checked="" type="radio"/> Budget <input type="radio"/> Levy <input type="radio"/> Rate							
Fund Code	Fund Name	2013 Certified Budget	2014 Proposed Budget	% Change, 2013-2014	Difference - State Growth Quotient	Difference - County Growth Quotient	Action
0061	RAINY DAY	\$200,000	\$200,000	0.00%	-2.60%	-2.20%	Edit
0101	GENERAL	\$6,900,000	\$7,200,000	4.35%	1.75%	2.15%	Edit
0180	DEBT SERVICE	\$1,065,089	\$1,118,953	5.06%	2.46%	2.86%	Edit
1214	CAPITAL PROJECTS (School)	\$957,210	\$1,930,481	101.68%	99.08%	99.48%	Edit
6301	TRANSPORTATION	\$728,516	\$788,800	8.27%	5.67%	6.07%	Edit
6302	BUS REPLACEMENT	\$176,600	\$232,800	31.82%	29.22%	29.62%	Edit

Form Signature

NAME

Gavin Rossdale

TITLE

Clerk-Treasurer

SIGNATURE/PIN

....



DATE

SIGN AND SUBMIT FORM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



Budget Form 4

This Form is Invalid until all form values have been entered.

Be it ordained / resolved by the [No Adopting Unit Entered] that for the expenses of Portland Civil City for the year ending December 31, 2015 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Portland Civil City, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the [No Adopting Body Entered].


Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption


Enter Information into Paragraph Above

Click to fill in paragraph values

Input Paragraph Information

Date of Adoption

Name of Adopting / Fiscal Body
 

Select Type of Adopting / Fiscal Body
 

Click "Update Record" when finished



Budget Form 4

Values pull from lines 1, 16, and 17 of the adopted column of Form 4B

DLGF-Reviewed Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$150,000	\$0	0.0000
0101	GENERAL	\$3,492,334	\$1,567,800	0.8959
0706	LOCAL ROAD & STREET	\$29,250	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$992,385	\$808,884	0.4622
1301	PARK & RECREATION	\$295,300	\$224,701	0.1284
1380	PARK BOND	\$179,226	\$149,469	0.0854
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$150,000	\$87,500	0.0500

Home-Ruled Funds (Not Reviewed by DLGF)				
Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1024	9501	Local Option Income Tax Public Safety	\$0	Edit

Copy Home-Ruled Budgets from Form1

Home-rule fund budgets can be pulled from the adopted column of Form 1 or entered manually



Budget Form 4

Edit	Delete	Name				Signature
		James Dean	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	_____
		Judy Garland	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	_____
		Holly Johnson	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	_____
+ADD <input type="text" value="Steve McQueen"/>						

Enter a voting board/council member and click “+ADD” to save. Repeat until all are added.

ATTEST			
Name	Title	Signature	
<input type="text" value="Letty Dorman"/>	<input type="text" value="Clerk-Treasurer"/>	_____	

MAYOR ACTION (For City use only)			
Name	Approve <input type="checkbox"/>	Veto <input type="checkbox"/>	Date
<input type="text" value="Tristan Alexander Loudon"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Cities, Towns, and Counties must attest. Cities will also add their Mayor.

Save

<input checked="" type="checkbox"/> Ready to Submit
<small>This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.</small>

Review your Form 4 information and amounts and mark as 'Ready to Submit'



Budget Form 4: Exporting/Printing

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Local

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 4**

Selected Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

[Click Here for Print/View Options](#)

[Print/View Form 4 in PDF Format](#)

Select Print/View in PDF

Print for adoption meeting

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 2 130% Find

Prescribed by the Department of Local Government Finance
Approved by the State Board of Accounts

Budget Form No. 4 (Rev. 2013)

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATE

Ordinance Number:

Be it ordained by the **Portland City Common Council** that for the expenses of **PORTLAND CIVIL CITY** for the year ending December 31, **2015** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by



1782 Notice Recipients

1782 Notice Recipients

Use this form to register any recipients of this unit's 1782 notice e-mail.

Contact Name	Contact Email	Phone Number (Optional)	Action
Burt Reynolds	breynolds@email.com	(555) 123-4567	Edit Delete
<input type="text" value="Letty Dorman"/>	<input type="text" value="ldorman@email.com"/>	<input type="text" value="(555) 765-4321"/>	Add

Select **Add** to save



Form Signature

NAME

TITLE

SIGNATURE/PIN



DATE

Sign the form



Form signature values saved at 10:52 AM and 52 seconds.



SIGN AND DATE FORM

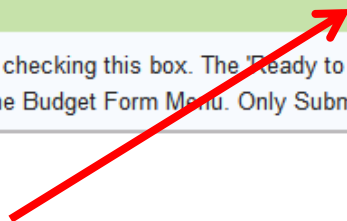


Ready to Submit



This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

Mark as Ready to Submit





Signing/Submitting the Forms

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#)

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Select from Available Forms

[Error Prevention Report](#)



Click to review **common** errors.

[Budget Forms Flow Chart](#)



Click to review

Current Year Financial Worksheet: Additional Calculations for Form 4B



Debt Worksheet



Form 1: Budget Estimate



Form 2: Estimate of Miscellaneous Revenues



Form 3: Notice to Taxpayers



Form 4: Ordinance / Resolution of Appropriations and Tax Rates



Form 4A: Budget Report



Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate



1782 Recipients: Registration of 1782 Notice E-mail Recipients



Click to edit form




Click to submit completed form to DLGF

Click to Submit




Upload Budget Documents



INDIANA
Gateway
for government units

An Information for Indiana Data Site



[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > **Upload Budget Documents**

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Submit Files - 0417 Portland Civil City, Jay Co.

Submit File

Select file type:

Signed Budget Ordinance/Resolution (Form 4) ▾

Enter description for 'Other':

Enter a Description:

Form 4

Select File to Upload:

Browse...

No file selected.

Upload File

There are no files uploaded for this unit.

Select file type

Enter Description

Select browse to locate
your document



Upload Budget Documents

File Upload

Gateway Uploads

Search Gateway Uploads

Organize New folder

Name	Date modified	Type	Size
Reduction Resolution.pdf	4/6/2015 10:05 AM	Adobe Acrobat D...	32 KB
Signed Form 4.pdf	4/29/2015 2:13 PM	Adobe Acrobat D...	167 KB

File name: Signed Form 4.pdf

All Files (*.*)

Open Cancel

Browse... No file selected.

Upload File

There are no files uploaded for this unit.

Department of Finance

Publisher's Claim/Affidavit


Select your file


Select "Open" to finalize your selection

Select "Upload File"



Upload Budget Documents

INDIANA
for government units

An Information for Indiana Data Site

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > **Upload Budget Documents**

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Submit Files - 0417 Portland Civil City, Jay Co.

Submit File

Select file type:

Signed Budget Ordinance/Resolution (Form 4) ▾

Enter description for 'Other':

Please note: The Proof of Publication often consists of the Publisher's Claim/Affidavit and an attached newspaper clipping.

Enter a Description:

Select File to Upload:

Browse...

 No file selected.

File Upload Successful

Upload File

Successfully Submitted Documents



Publication File Name	File Type	File Description	Action
Signed Form 4.pdf	Signed Bgt. Ordinance/Resolution	Form 4	Delete
Reduction Resolution.pdf	Approp. Reduction Ord./Res.	Reduction Resolution	Delete



QUESTIONS??



Gateway Resources

- User Guides
- Information Icons 
- **You** **Tube** Training Videos
www.youtube.com/user/DLGFgateway
- Email
- Call



Contact the Department

- Budget Field Representative:
[http://www.in.gov/dlgf/files/Field_Rep_Map
- Budget.pdf](http://www.in.gov/dlgf/files/Field_Rep_Map_Budget.pdf)
- Gateway: gateway@dlgf.in.gov
- Telephone: (317) 232-3777
- Toll Free: (888) 739-9826
- Website: www.in.gov/dlgf
- “Contact Us”: www.in.gov/dlgf/2338.htm